



Jerrick Hernandez <jhernandez@guamopa.com>

OPA-PA-24-004 - Desktop Computer Systems with Accessories (Invitation for Bid No. IFB-PAG-008-24)

Pia A. Castro <pacastro@portofguam.com>

Wed, Oct 2, 2024 at 2:35 PM

To: Jerrick Hernandez <jhernandez@guamopa.com>, jacque terlaje <jacque.terlaje@terlajelaw.com>

Cc: "Jessica L. Toft" <jtoft@portofguam.com>, PAG Procurement <pagprocurement@portofguam.com>

Good afternoon Jerrick,

Attached for your information is [Part 1](#) of documents pertaining to **Docket No. OPA-PA-24-004**.

- Procurement Record Table of Contents
- Tabs 1 thru 9

Additional files are forthcoming.

Thank you,

Pia

**PIA A. CASTRO**

Procurement Admin. Officer


Port of Guam, Jose D. Leon Guerrero Commercial Port

1026 Cabras Hwy., Ste. 201, PITI, GU 96915

Tel: 1-671-477-5931 Ext: 253

10 attachments **Procurement Record Contents.pdf**
153K **TAB 1.pdf**
172K **TAB 2.pdf**
34669K **TAB 3.pdf**
272K **TAB 4.pdf**
370K **TAB 5.pdf**
987K **TAB 6.pdf**
26K **TAB 7.pdf**
26K

 **TAB 8.pdf**
326K

 **TAB 9.pdf**
361K

Tab #	Procurement Record Description
1	Published notice in newspaper of general circulation
2	Procurement package issued to Bidders or Offerors
3	Log of distribution of procurement packaged
4	Amendments to IFB or RFP, if any were issued
5	Logs or distribution of Amendments to IFB or RFP if issued
6	Minutes or summary of Pre-Bid if conference was held
7	Log of Attendees to Pre-Bid if conference was held
8	Written questions from bidders/offerors but only if received
9	Written answers, but only if questions were received
10	Proof if written answers were provided to all bidders/offerors
11	Logs or bids or registry of proposals received
12	Each bid or proposal received
13	Evaluation of proposals or analysis of bids
14	Tabulation of evaluators or analysis
15	Letters to bidders concerning outcome of bid informing of ranking
16	Memorandum of evaluations and negotiations (required for RFP's)
17	Notice of intent to award
18	Any and all communications from or to anyone concerning any part of the IFB or RFP
19	Contract including all draft versions (see IFB, Tab 2 for draft)
20	Bid protests if any, and responses thereto
21	Any determination required by law as may fit the circumstances

CERTIFICATION of COMPLETED PROCUREMENT RECORD

Instructions: After ascertaining the statement's accuracy and truthfulness, the agency's procurement officer (director or head of agency) must sign the Certification below to indicate that the agency has kept a complete procurement record of all documents required by law. The checklist below is provided to ensure that the record is complete, and must be filled out by the procurement officer or administrator. The checklist is comprised of every item that is required by law for an invitation for bid (IFB) or a request for proposal (RFP), and therefore every item, except as noted below, must be checked for the resulting contract to be considered legally sufficient. Please assemble the procurement record in the order stated below and place it in a three-ring binder, with visible tabs for each of the items below appearing in numerical order.

IFB/RFP No: IFB-PAG-008-24 Contractor: _____

- 1. Published notice in newspaper of general circulation
- 2. Procurement package (IFB or RFP) issued to bidders or offerors
- 3. Log of distribution of procurement package
- 4. Amendments to IFB or RFP, if any were issued
- 5. Logs of distribution of amendments to IFB or RFP, but only if amendments were issued
- N/A 6. Minutes or summary of pre-submission conferences, but only if conferences were held
- N/A 7. Logs of attendees of pre-submission conferences, but only if conferences were held
- 8. Written questions from bidders or offerors, but only if any questions were received
- 9. Written answers, but only if any questions were received
- 10. Proof that written answers were provided to all potential bidders or offerors, but only if any questions were received
- 11. Log of bids or registry of proposals received
- 12. Each bid or proposal received
- 13. Evaluation of proposals or analysis of bids (bids are not required by law to be analyzed, but may be)
- 14. Tabulation of evaluations or analysis (tabulations are not required by law but recommended)
- 15. Letters to bidders concerning outcome of bid; for offerors, letters informing them of ranking and letter to best qualified offeror inviting negotiations
- 16. Memorandum of evaluations and negotiations (only required for RFP's)
- 17. Notice of intent to award
- 18. Any and all communications from or to anyone concerning any part of IFB or RFP
- 19. Contract, including all draft versions
- 20. Bid protests, if any, and responses thereto
- 21. Any determination required by law as may fit the circumstances

CERTIFICATION: Pursuant to 5 G.C.A. §5250, I hereby certify under penalty of perjury that I am the procurement officer responsible for administering the solicitation of the acquisition referenced above, and that I have caused to be prepared and now maintain a full and complete record of the procurement as required by law.

Signature: _____

Print Name: _____ Date: _____



Jerrick Hernandez <jhernandez@guamopa.com>

OPA-PA-24-004 - Desktop Computer Systems with Accessories (Invitation for Bid No. IFB-PAG-008-24)

Pia A. Castro <pacastro@portofguam.com>

Wed, Oct 2, 2024 at 2:46 PM

To: Jerrick Hernandez <jhernandez@guamopa.com>, jacque terlaje <jacque.terlaje@terlajelaw.com>

Cc: "Jessica L. Toft" <jtoft@portofguam.com>, PAG Procurement <pagprocurement@portofguam.com>

Good afternoon Jerrick,

Attached for your information is [Part 2](#) of documents pertaining to **Docket No. OPA-PA-24-004**.

- Tabs 10 thru 21

Additional files are forthcoming.

Thank you,

Pia

**PIA A. CASTRO**

Procurement Admin. Officer

Port of Guam, Jose D. Leon Guerrero Commercial Port

1026 Cabras Hwy., Ste. 201, PITI, GU 96915

Tel: 1-671-477-5931 Ext: 253


From: "Pia A. Castro" <pacastro@portofguam.com>**To:** "Jerrick Hernandez" <jhernandez@guamopa.com>, "jacque terlaje" <jacque.terlaje@terlajelaw.com>**Cc:** "Jessica L. Toft" <jtoft@portofguam.com>, "PAG Procurement" <pagprocurement@portofguam.com>**Sent:** Wednesday, October 2, 2024 2:35:46 PM**Subject:** OPA-PA-24-004 - Desktop Computer Systems with Accessories (Invitation for Bid No. IFB-PAG-008-24)

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11 attachments **TAB 10.pdf**
28K **TAB 11.pdf**
164K **TAB 13.pdf**
631K **TAB 14.pdf**
296K **TAB 15.pdf**
311K

 **TAB 16.pdf**
206K

 **TAB 17.pdf**
144K

 **TAB 18.pdf**
3367K

 **TAB 19.pdf**
11K

 **TAB 20.pdf**
1163K

 **TAB 21.pdf**
205K



Jerrick Hernandez <jhernandez@guamopa.com>

OPA-PA-24-004 - Desktop Computer Systems with Accessories (Invitation for Bid No. IFB-PAG-008-24)

Pia A. Castro <pacastro@portofguam.com>

Wed, Oct 2, 2024 at 2:50 PM

To: Jerrick Hernandez <jhernandez@guamopa.com>, jacque terlaje <jacque.terlaje@terlajelaw.com>

Cc: "Jessica L. Toft" <jtoft@portofguam.com>, PAG Procurement <pagprocurement@portofguam.com>

Hi Jerrick,

Attached for your information is [Part 3](#) of documents pertaining to **Docket No. OPA-PA-24-004**.

- Tab12 is a copy of bid submittals received. Some files are larger than others. Total number of submittals: 4.

Additional files are forthcoming.

Thank you,

Pia

**PIA A. CASTRO**

Procurement Admin. Officer

Port of Guam, Jose D. Leon Guerrero Commercial Port

1026 Cabras Hwy., Ste. 201, PITI, GU 96915

Tel: 1-671-477-5931 Ext: 253

From: "Pia A. Castro" <pacastro@portofguam.com>**To:** "Jerrick Hernandez" <jhernandez@guamopa.com>, "jacque terlaje" <jacque.terlaje@terlajelaw.com>**Cc:** "Jessica L. Toft" <jtoft@portofguam.com>, "PAG Procurement" <pagprocurement@portofguam.com>**Sent:** Wednesday, October 2, 2024 2:46:48 PM**Subject:** Re: OPA-PA-24-004 - Desktop Computer Systems with Accessories (Invitation for Bid No. IFB-PAG-008-24)

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2 attachments **Tab 12 - Computer Smart.pdf**
13124K **Tab 12 - Pacific Data Systems.pdf**
17074K



Jerrick Hernandez <jhernandez@guamopa.com>

OPA-PA-24-004 - Desktop Computer Systems with Accessories (Invitation for Bid No. IFB-PAG-008-24)

Pia A. Castro <pacastro@portofguam.com>

Wed, Oct 2, 2024 at 2:52 PM

To: Jerrick Hernandez <jhernandez@guamopa.com>, jacque terlaje <jacque.terlaje@terlajelaw.com>

Cc: "Jessica L. Toft" <jtoft@portofguam.com>, PAG Procurement <pagprocurement@portofguam.com>

Hi Jerrick,

Attached for your information is **Part 4** of documents pertaining to **Docket No. OPA-PA-24-004**.

- Tab12 is a copy of bid submittals received. Some files are larger than others. Total number of submittals: 4.

Additional files are forthcoming.

Thank you,

Pia

**PIA A. CASTRO**

Procurement Admin. Officer

Port of Guam, Jose D. Leon Guerrero Commercial Port

1026 Cabras Hwy., Ste. 201, PITI, GU 96915

Tel: 1-671-477-5931 Ext: 253

From: "Pia A. Castro" <pacastro@portofguam.com>**To:** "Jerrick Hernandez" <jhernandez@guamopa.com>, "jacque terlaje" <jacque.terlaje@terlajelaw.com>**Cc:** "Jessica L. Toft" <jtoft@portofguam.com>, "PAG Procurement" <pagprocurement@portofguam.com>**Sent:** Wednesday, October 2, 2024 2:50:27 PM

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 **Tab 12 - Compacific.pdf**
21677K



Jerrick Hernandez <jhernandez@guamopa.com>

OPA-PA-24-004 - Desktop Computer Systems with Accessories (Invitation for Bid No. IFB-PAG-008-24)

Pia A. Castro <pacastro@portofguam.com>

Wed, Oct 2, 2024 at 2:56 PM

To: Jerrick Hernandez <jhernandez@guamopa.com>, jacque terlaje <jacque.terlaje@terlajelaw.com>

Cc: "Jessica L. Toft" <jtoft@portofguam.com>, PAG Procurement <pagprocurement@portofguam.com>

Hi Jerrick,

Attached for your information is [Part 5](#) of documents pertaining to **Docket No. OPA-PA-24-004**.

- Tab12 is a copy of bid submittals received. Some files are larger than others.
- Attached file could only be attached as a zip file as it was too large.

Additional files are forthcoming.

Thank you,

Pia

**PIA A. CASTRO**

Procurement Admin. Officer

Port of Guam, Jose D. Leon Guerrero Commercial Port

1026 Cabras Hwy., Ste. 201, PITI, GU 96915

Tel: 1-671-477-5931 Ext: 253

From: "Pia A. Castro" <pacastro@portofguam.com>**To:** "Jerrick Hernandez" <jhernandez@guamopa.com>, "jacque terlaje" <jacque.terlaje@terlajelaw.com>**Cc:** "Jessica L. Toft" <jtoft@portofguam.com>, "PAG Procurement" <pagprocurement@portofguam.com>**Sent:** Wednesday, October 2, 2024 2:52:18 PM

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 **Tab 12 - DMR (2).zip**
36002K



Jerrick Hernandez <jhernandez@guamopa.com>

OPA-PA-24-004 - Desktop Computer Systems with Accessories (Invitation for Bid No. IFB-PAG-008-24)

Pia A. Castro <pacastro@portofguam.com>

Wed, Oct 2, 2024 at 3:32 PM

To: Jerrick Hernandez <jhernandez@guamopa.com>, jttlawstaff99@gmail.com

Cc: "Jessica L. Toft" <jtoft@portofguam.com>, PAG Procurement <pagprocurement@portofguam.com>, info@terlajelaw.com

Hi Jerrick,

Part 6 is an audio file of the Bid Opening from June pertaining to **Docket No. OPA-PA-24-004**.

We are working on sending it through google drive.

Thank you,

Pia

**PIA A. CASTRO**

Procurement Admin. Officer

Port of Guam, Jose D. Leon Guerrero Commercial Port

1026 Cabras Hwy., Ste. 201, PITI, GU 96915

Tel: 1-671-477-5931 Ext: 253

From: "Pia A. Castro" <pacastro@portofguam.com>**To:** "Jerrick Hernandez" <jhernandez@guamopa.com>, "jacque terlaje" <jacque.terlaje@terlajelaw.com>**Cc:** "Jessica L. Toft" <jtoft@portofguam.com>, "PAG Procurement" <pagprocurement@portofguam.com>**Sent:** Wednesday, October 2, 2024 2:56:47 PM

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